



# Director of Finance

## THE CITY OF FAIRFIELD, CALIFORNIA



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## THE COMMUNITY

The City of Fairfield, with a population of just over 106,000 residents, is the county seat of Solano County. Situated between two of the fastest growing areas in California, Fairfield bridges the gap between the San Francisco Bay Area and the Sacramento metropolitan region. This strategic location on the dynamic I-80 growth corridor is a focal point for new development in Northern California, owing to low land costs, good transportation, and abundant development sites. Fairfield boasts a “Bay Area experience without Bay Area costs.”

Located within the city limits is Travis Air Force Base, home of the largest Air Mobility organization in the U.S. The base includes a work force of approximately 7,700 active military personnel, 3,500 civilians, and 3,600 reservists with an economic impact on the local area estimated at over \$1 billion annually. Major businesses include the Jelly Belly Candy Company and Anheuser-Busch brewery.

Two school districts (Fairfield-Suisun Unified and Travis Unified) provide highly rated educational opportunities for Fairfield residents. There are also quality private schools, pre-schools and daycare centers in the area.

The City prides itself in its commitment to maintain a balance between its lush agricultural valleys and scenic hills, and its responsibility to expand employment opportunities

and ensure the City’s continued economic viability. Community amenities include an enclosed regional shopping mall with over one million square feet and 150 stores, a center for the performing arts, the 650-acre Rockville Hills Park, and a weekly farmer’s market in season. Natural amenities include the nearby Vaca Mountains, the fertile agricultural area of the Suisun Valley, the Suisun Marsh (the nation’s largest fresh water marsh) and the Sacramento River Delta. The City of Fairfield is close to Napa Valley and is an easy drive to Lake Tahoe and the Sierras. The City enjoys a temperate climate, and cooling sea breezes mitigate summertime heat.

For more information on the City of Fairfield and the surrounding region, please visit the Chamber of Commerce website at [www.ffsc-chamber.com](http://www.ffsc-chamber.com).

## CITY GOVERNMENT

The City of Fairfield operates under a Council-Manager form of government. There is a separately elected Mayor and four Council Members elected at large to staggered four-year terms. The City Council appoints the City Manager and City Attorney. Department heads are appointed by the City Manager.

The City is organized into seven departments that provide direct City services: Community Resources, Finance, Fire, Human Resources, Community Development, Police, and Public Works. An eighth department, City Administration,

comprises the executive, legislative, and legal offices for the City.

The City’s 2010/11 total budget is \$293 million, of which the General Fund is \$68 million. There are 560 full time equivalent career employees, excluding seasonal part-time employees. The City has an active Redevelopment Agency and Housing Authority, a water utility, transit system, two golf courses, and landscape maintenance and Mello-Roos districts. The city is well-known for its sound and innovative financial practices as noted in the 1992 book *Reinventing Government*.

Like many California cities, the City of Fairfield continues to face unprecedented financial challenges. The City is proactive and recently embarked on a Priority Based Budgeting process involving the community and employees. This process will rank all services based on what they contribute to meeting City goals and will become the basis for an \$8 million budget reduction plan to be submitted to City Council in early 2011.

Although these are difficult economic times, the City of Fairfield is celebrating its accomplishments. Recently-



completed capital projects include a City-funded freeway interchange, a major water plant upgrade and a new aquatics center. Major economic development in progress includes a new Lowe's Improvement Center, a Mercedes-Benz dealership and reopening of the Ford dealership, and the 288,000 square foot Frank-Lin Distillery.

For additional information on the City of Fairfield, its Priority Based Budgeting process, and its current financial situation please visit the City's website at [www.fairfield.ca.gov](http://www.fairfield.ca.gov).

## THE POSITION

The Director of Finance serves as the City's Chief Financial Officer, overseeing a staff of 45 and a department budget of \$5.5 million before cost recoveries. The department is organized into four divisions: Financial Services (utility billing, revenue collection, purchasing, payroll, and print shop), Accounting (financial reporting, general accounting, grants, accounts payable, and investments), Information Technology (computers, radio, telephone, CCTV, video, and cable broadcasting) and Administration (budget and debt management). There is one direct report for each division: Financial Services Manager, Accounting Officer, Chief Information Officer and Senior Management Analyst.

The Director of Finance is a "working" director position at the City of Fairfield. Not only will the Director of Finance be responsible for, and contribute to, the day-to-day operations of the Finance Department, this person will be a crucial member of the City's Executive Management Team as well. The ability to help create and manage the City's budget, assist other Department Heads with their financial needs, and provide accurate short and long-range forecasts is a must.

Bob Leland, the current Director, is retiring after 36 years of service in state and local finance, the last 26 years at the City of Fairfield. Bob has produced the City's 10-year financial plans annually since 1988 and been a leader in his profession. The Finance and IT staff is first rate and has enjoyed minimal turnover.

The department has received the Government Finance Officers Association's certificate for achievement in financial reporting 22 times, and the California Society of Municipal Finance Officers' award for excellence in operating budgeting 21 times. Fairfield has received the Municipal Information Systems Association of California award for excellence in



information technology practices 10 times, the most of any city in the state.

## THE IDEAL CANDIDATE

The new Director will have a strong background in budgeting and forecasting with the ability to lead and motivate a staff responsible for the above divisions. A micro-manager is not needed as the division managers are very capable and part of Bob Leland's success was taking advantage of their competence and letting them do their job.

The new Director will have a global perspective of how the Finance Department serves as a resource to the entire organization including assisting with economic development and labor negotiations. The ideal candidate will have excellent communication skills, both oral and written, be a hands-on analyst, be able to effectively use technology, and have outstanding presentation skills in public situations before the City Council and out in the community.



This challenging position seeks an ethical, conscientious, collaborative, and customer service oriented professional who is dedicated to leadership, teamwork, and individual excellence. A record of increasingly responsible financial management and supervisory experience is required as well as a Bachelor's degree in accounting, finance, business, public administration or related field. A Master's degree in a related field is preferred.

## COMPENSATION AND BENEFITS

The City Manager has authority to pay Department Heads within an approved range. The salary for this opportunity is currently under review and is dependent on qualifications. As part of the recently enacted salary reduction plan, most City Hall employees work four nine-hour days Monday through Thursday, with all Fridays off. As a result of that plan, the current salary for this position was reduced from \$154,952 to \$139,457.

The City of Fairfield provides excellent benefits, including but not limited to:

- Retirement: 2.7% @ 55 PERS retirement formula
- City pays the employee's 7% PERS contribution
- City provides the Employer-Paid Member contribution benefit under PERS, and does not participate in Social Security

- Deferred Compensation: an 8.24% city contribution to match a 6.34% employee contribution
- Insurance: City contribution to health, dental and vision programs. Employees providing proof of other coverage may drop health/dental coverage and receive up to \$518/month taxable income
- City-paid life and long-term disability insurance premiums
- Paid retiree medical for retired executives who meet the City's criteria
- City Manager may authorize newly appointed executives a one-time credit not to exceed 80 hours vacation accrual and a one-time credit not to exceed 80 hours sick leave at the time of hire
- 21.6 to 41.6 days annual vacation depending on length of service; vacation accruals are cashable
- 122.42 hours of cashable personal leave annually
- 12 days per year earned sick leave
- 12 paid holidays
- Auto allowance of \$250 per month.

Appointment will be based on best fit, education, training, competency, and experience as it relates to the position of Director of Finance, successful completion of a thorough background

investigation and reference checks, and possible site visit. This is an at-will position appointed by the City Manager.



## SEARCH SCHEDULE

Resume filing deadline ..... October 22, 2010  
 Preliminary interviews ..October 25 – November 3, 2010  
 Recommendation of Candidates ..... November 8, 2010  
 Finalist Interviews ..... November 22, 2010

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## THE RECRUITMENT PROCESS

To apply for this outstanding career opportunity, please send your resume and cover letter electronically to:

**Peckham & McKenney**  
[apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com)

Please do not hesitate to call Phil McKenney toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)